



Consulting Supervisor Requirements for New BCBA Supervising Fieldwork

Beginning January 1, 2022, if an individual in their first year as a BCBA is providing supervision to trainees accruing fieldwork toward [BCBA](#) and [BCaBA](#) certification, they are required to have a qualified consulting supervisor meet with them every month to provide guidance on effective supervision practices.

Consulting Supervisor Requirements

Qualifications. The consulting supervisor must be an active BCBA with no disciplinary sanctions who has been certified for at least five years and meets the ongoing supervision CEU requirement. The consulting supervisor should have an established history of providing high-quality supervision to trainees.

Training. The consulting supervisor must complete an 8-hour supervision training before providing any consultation.

Consulting Supervisor/New Supervisor Relationship. The consulting supervisor may not be related to, subordinate to, or employed by the new supervisor during the consultation period. Employment does not include compensation paid to the consulting supervisor by the supervisor for consultation services. Please review the [Ethics Code for Behavior Analysts](#) for related standards.

Multiple Consulting Supervisors. It is permissible to use multiple consulting supervisors to meet the requirements.

Consultation Requirements

Consultation Amount and Structure. The new supervisor must consult with the consulting supervisor for at least one hour per month until the new supervisor has been certified for at least one year. The consultation meeting must be synchronous and one-on-one (online meetings are permitted). If a consulting supervisor is unavailable for one or more months, a new supervisor can obtain consultation from another qualified consulting supervisor.

Consultation Contract. We strongly encourage each consulting supervisor and the new supervisor to develop, review, sign, and retain a consultation contract before starting the consultation (specifying the duration of consultation, conditions for signing, etc.).

Nature of Consultation. The purpose of consultation is to provide the new supervisor with guidance and professional development for facilitating high-quality supervision of trainees. Consultation might include discussing the Supervised Fieldwork Standards, the guidelines provided in the 8-hour supervision training, the Code, and ways to provide high-quality supervision to trainees. For example, consultations might include discussions regarding:

- Creating a positive, collaborative supervision relationship with trainees and identifying and resolving problems in the supervisory relationship
- Developing organizational and time management systems for supervision activities
- Identifying non-behavior-analytic specific skills that a trainee needs to develop (e.g., problem solving, interpersonal and therapeutic relationship skills, learning-to-learn skills)
- Establishing a supervision curriculum
- Evaluating the effects of supervision
- Developing supervision contracts

Responsibilities of the Consulting Supervisor. While the consulting supervisor should provide guidance for facilitating high-quality supervision, the consulting supervisor is not considered liable for the work and supervision of the new supervisor. The consulting supervisor must adhere to the Code.

Months When No Supervision Is Provided to Trainees. The new supervisor does not need to meet with a consulting supervisor during months when supervision is not being provided to trainees during the new supervisor's first year of certification.

Consequences of Not Receiving Consultation. Any new BCBA found to be substantially noncompliant with supervision requirements may be subject to restrictions on their ability to provide supervision or action against their certification (e.g., summary suspension of their certification or eligibility to recertify). A Notice of Alleged Violation (NAV) may be submitted against the new BCBA supervisor or consulting supervisor if they do not comply with these requirements.

Consulting Supervisor Frequently Asked Questions

- Q.** Does the consulting supervisor need to be included on the supervision contract with the trainee?
- ▶ No. The consulting supervisor only needs to have a contract with the new BCBA they are consulting with.
- Q.** Does the consulting supervisor need to be at the same organization as the BCBA/trainee/client?
- ▶ No. The consulting supervisor is not required to be at the same organization. However, they may be at the same organization, provided they are not employed by or subordinate to the new BCBA.
- Q.** What happens if the consulting supervisor and new BCBA do not meet monthly, and how does this affect the trainee's supervised fieldwork hours for that month?
- ▶ If the consulting supervisor and the new BCBA do not meet monthly and complete the required documentation, it will not affect the trainee's supervised fieldwork hours. However, a Notice of Alleged Violation may be filed against the new BCBA or the consulting supervisor if they are not in compliance with these requirements. As a result, the new BCBA may be subject to restrictions on their ability to provide supervision or action against their certification.
- Q.** What happens if the trainee's fieldwork is selected for an audit? What documentation needs to be submitted if a consulting supervisor was involved?
- ▶ The trainee only needs to submit their documentation. If further documentation is needed from their supervising BCBA (which could include documentation related to the consulting supervisor relationship), the BACB will reach out to the supervising BCBA directly.
- Q.** Is a consulting supervisor only required for new BCBAs who are providing trainee supervision? Or is a consulting supervisor needed for new BCBAs who are providing BCaBA and RBT ongoing supervision?
- ▶ A consulting supervisor is *not* required for new BCBAs to supervise RBTs and BCaBAs. A consulting supervisor is *only* required for them to supervise trainees accruing fieldwork toward BCBA and BCaBA certification.
- Q.** Why are new BCBAs allowed to supervise BCaBAs and RBTs without a consulting supervisor?
- ▶ New BCBAs are permitted to supervise BCaBAs and RBTs because these activities are part of the ongoing services provided to clients for whom the BCBA is clinically responsible. New BCBAs typically have experience working directly with clients and managing cases from their time as trainees. In contrast, supervising fieldwork involves additional responsibilities, including training oversight and evaluation, which require more comprehensive knowledge and experience.
- Q.** Does the consulting supervisor need to have any interactions with the trainee?
- ▶ No. The consulting supervisor only meets with the new BCBA at least once a month for an hour.
- Q.** If someone was previously certified as a BCBA but then needed to obtain a new certification, do they still need to have a consulting supervisor in the first year of their new certification while supervising trainees?
- ▶ Yes. If an individual becomes certified again through qualification for examination via past certification, they must adhere to the same requirements as a new certificant (see the Qualification for Examination via Past Certification section in the [BCBA Handbook](#)).
- Q.** If a BCaBA was certified for more than a year and now is a BCBA, do they still need a consulting supervisor?
- ▶ Yes. All new BCBAs who are supervising trainees are required to have a consulting supervisor for the first 12 months.

Consulting Supervision Documentation

The new supervisor must maintain documentation of each monthly consultation with the consulting supervisor for the first post-certification year using the fields below. Each row must be signed by the last day of the calendar month following the month of consultation. Non-BACB forms will not be accepted. The supervisor and consulting supervisor must maintain this documentation and any evidence of the consultation for seven years. In the event of an audit, this documentation may be requested.

Name of New BCBA (supervisor): _____

New Supervisor Certification Number: _____

Date Certified: _____

Month/Year: _____ Fieldwork Hours Provided by the New Supervisor?

Yes (Complete the consulting supervisor information below)

No (The consulting supervisor fields below are not needed for the month.)

Consulting Supervisor Name: _____

Consulting Supervisor Certification #: _____

By signing below, I hereby attest that the consultation provided during this month is compliant with the Consulting Supervisor Requirements.

Consulting Supervisor Signature: _____

Month/Year: _____ Fieldwork Hours Provided by the New Supervisor?

Yes (Complete the consulting supervisor information below)

No (The consulting supervisor fields below are not needed for the month.)

Consulting Supervisor Name: _____

Consulting Supervisor Certification #: _____

By signing below, I hereby attest that the consultation provided during this month is compliant with the Consulting Supervisor Requirements.

Consulting Supervisor Signature: _____

Month/Year: _____ Fieldwork Hours Provided by the New Supervisor?

Yes (Complete the consulting supervisor information below)

No (The consulting supervisor fields below are not needed for the month.)

Consulting Supervisor Name: _____

Consulting Supervisor Certification #: _____

By signing below, I hereby attest that the consultation provided during this month is compliant with the Consulting Supervisor Requirements.

Consulting Supervisor Signature: _____

Month/Year: _____ Fieldwork Hours Provided by the New Supervisor?

Yes (Complete the consulting supervisor information below)

No (The consulting supervisor fields below are not needed for the month.)

Consulting Supervisor Name: _____

Consulting Supervisor Certification #: _____

By signing below, I hereby attest that the consultation provided during this month is compliant with the Consulting Supervisor Requirements.

Consulting Supervisor Signature: _____

This document must be signed in accordance with the [Acceptable Signatures Policy](#).

Month/Year: _____ Fieldwork Hours Provided by the New Supervisor?
Yes (Complete the consulting supervisor information below) No (The consulting supervisor fields below are not needed for the month.)

Consulting Supervisor Name: _____

Consulting Supervisor Certification #: _____

By signing below, I hereby attest that the consultation provided during this month is compliant with the Consulting Supervisor Requirements.

Consulting Supervisor Signature: _____

Month/Year: _____ Fieldwork Hours Provided by the New Supervisor?
Yes (Complete the consulting supervisor information below) No (The consulting supervisor fields below are not needed for the month.)

Consulting Supervisor Name: _____

Consulting Supervisor Certification #: _____

By signing below, I hereby attest that the consultation provided during this month is compliant with the Consulting Supervisor Requirements.

Consulting Supervisor Signature: _____

Month/Year: _____ Fieldwork Hours Provided by the New Supervisor?
Yes (Complete the consulting supervisor information below) No (The consulting supervisor fields below are not needed for the month.)

Consulting Supervisor Name: _____

Consulting Supervisor Certification #: _____

By signing below, I hereby attest that the consultation provided during this month is compliant with the Consulting Supervisor Requirements.

Consulting Supervisor Signature: _____

Month/Year: _____ Fieldwork Hours Provided by the New Supervisor?
Yes (Complete the consulting supervisor information below) No (The consulting supervisor fields below are not needed for the month.)

Consulting Supervisor Name: _____

Consulting Supervisor Certification #: _____

By signing below, I hereby attest that the consultation provided during this month is compliant with the Consulting Supervisor Requirements.

Consulting Supervisor Signature: _____

Month/Year: _____ Fieldwork Hours Provided by the New Supervisor?
Yes (Complete the consulting supervisor information below) No (The consulting supervisor fields below are not needed for the month.)

Consulting Supervisor Name: _____

Consulting Supervisor Certification #: _____

By signing below, I hereby attest that the consultation provided during this month is compliant with the Consulting Supervisor Requirements.

Consulting Supervisor Signature: _____

This document must be signed in accordance with the [Acceptable Signatures Policy](#).

Month/Year: _____ Fieldwork Hours Provided by the New Supervisor?
Yes (Complete the consulting supervisor information below.) No (The consulting supervisor fields below are not needed for the month.)

Consulting Supervisor Name: _____

Consulting Supervisor Certification #: _____

By signing below, I hereby attest that the consultation provided during this month is compliant with the Consulting Supervisor Requirements.

Consulting Supervisor Signature: _____

Month/Year: _____ Fieldwork Hours Provided by the New Supervisor?
Yes (Complete the consulting supervisor information below.) No (The consulting supervisor fields below are not needed for the month.)

Consulting Supervisor Name: _____

Consulting Supervisor Certification #: _____

By signing below, I hereby attest that the consultation provided during this month is compliant with the Consulting Supervisor Requirements.

Consulting Supervisor Signature: _____

Month/Year: _____ Fieldwork Hours Provided by the New Supervisor?
Yes (Complete the consulting supervisor information below.) No (The consulting supervisor fields below are not needed for the month.)

Consulting Supervisor Name: _____

Consulting Supervisor Certification #: _____

By signing below, I hereby attest that the consultation provided during this month is compliant with the Consulting Supervisor Requirements.

Consulting Supervisor Signature: _____

This document must be signed in accordance with the [Acceptable Signatures Policy](#).